

## Freedom of Information (FOI) - Frequently Asked Questions

We would encourage you to consult our Publication Scheme and refer to our FAQs before submitting a request as the information you seek may already be available or may not be held by the SPA.

## CRIME STATISTICS

Official statistics on the number of crimes and offences recorded by the police in Scotland are produced by Scottish Government.

Further information, and recent publications, are available on the Scottish Government website under Publications / Law and Order - <https://www.gov.scot/publications/>

## ENGAGEMENT

The SPA's approach to engagement and communication is complementary to Police Scotland's. It targets where it can best add value, and where additional evidence, insight, assurance or reassurance may be required. The Authority's Engagement Strategy aligns with the approach and priorities set out in **Police Scotland's Public Contact and Engagement Strategy**.

The SPA's approach to engagement and our priorities for 2021-2023 can be accessed here - <https://www.spa.police.uk/about-us/engagement-and-communication/>

## FINANCE

The Board closely monitors the delivery of budgets across Police Scotland, Forensic Services and SPA's own governance function to ensure the effective delivery of policing within available resource.

Regular monitoring and oversight takes place at the **Resources Committee** and **Authority meetings** which are open to the public - <https://www.spa.police.uk/meetings/>

The Annual Report and Accounts for 2019/20 is online - <https://www.spa.police.uk/news/2020/annual-report-and-accounts-published-for-2019-20/>

## FORENSIC SERVICES

The values, vision, purpose and strategic objectives of Forensic Services SPA is set out in the Forensic 2026 Strategy which is online - <https://www.spa.police.uk/forensic-services/>

The Director of Forensic Services SPA reports to the Chair of the SPA. The SPA **Forensic Services Committee** was established in October 2018 by the Scottish Police Authority to provide oversight and scrutiny of the work of Forensic Services including performance reporting. The Committee's meetings are open to the public - <https://www.spa.police.uk/meetings/>

## INDEPENDENT CUSTODY VISITING

The SPA has a statutory duty to maintain and manage an Independent Custody Visiting Scheme (ICVS) to monitor the welfare of people detained in police custody facilities throughout Scotland.

The SPA produces an annual review of ICVS activities for the last 12-months - <https://www.spa.police.uk/independent-custody-visiting/>

## MEMBERS

Membership of the SPA consists of up to 15 members (including a Chair) appointed by Scottish Ministers through a public appointments process. You can find out more about the current SPA Board members online - <https://www.spa.police.uk/about-us/the-board/>

Authority members observe the rules of conduct contained in the Authority's Code of Conduct which can also be accessed via the link above.

## PEOPLE

Although the SPA is employer of the police officer and staff workforce, the operation of the human resources function is delegated to Police Scotland People and Development.

The latest information on People matters, including Health and Safety and Wellbeing reports, is reported to the **People Committee** and **Authority meetings** which are open to the public - <https://www.spa.police.uk/meetings/>

## PERFORMANCE

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| Monitoring      | <p>The SPA has a duty to hold the Chief Constable to account for delivery of policing in Scotland against the <a href="#">Strategic Police Plan</a>. This is done through regular scrutiny of Police Scotland's quarterly performance reports at public sessions of our <a href="#">Policing Performance Committee</a> and full meetings of the <a href="#">Authority</a> which are open to the public - <a href="https://www.spa.police.uk/meetings/">https://www.spa.police.uk/meetings/</a></p> <p>The <a href="#">Performance Framework for 2020/2021</a> sets out what and how we monitor Police Scotland's performance against the Strategic Police Plan.</p> <p>You can also read the Chief Constable's most recent annual assessment of Police Scotland's performance - <a href="#">Annual Assessment of policing performance 2019/2020</a></p> |
| Police Scotland | <p>The latest performance information presented by Police Scotland to the SPA can be accessed at the most recent Policing Performance Committee which are open to the public and can be accessed here - <a href="https://www.spa.police.uk/meetings/">https://www.spa.police.uk/meetings/</a></p> <p>Performance indicators (<a href="#">Scottish Crime Recording Standard</a>) and <a href="#">Management Information Reports</a> are available on Police Scotland's website.</p>  |
| SPA             | <p>The SPA Corporate Plan 2020-2023 sets out the role and responsibilities of the SPA as the governance body for policing in Scotland, the outcomes we seek to achieve and the high level activities designed to achieve them.</p>  |

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|  | <p>The Corporate Plan aligns to the Strategic Police Priorities, the Strategic Police Plan and the Forensics Services Strategy and is underpinned by an Annual Business Plan, all of which are online – <a href="https://www.spa.police.uk/about-us/corporate-plan/">https://www.spa.police.uk/about-us/corporate-plan/</a></p> <p>Progress towards the SPA Annual Business Plan is reported to the Audit, Risk and Assurance Committee and Authority meetings which are open to the public - <a href="https://www.spa.police.uk/meetings/">https://www.spa.police.uk/meetings/</a></p> <p>The Annual Report and Accounts includes a Performance Report, the 2019/20 report is online - <a href="https://www.spa.police.uk/spa-media/nolejnkq/34250-spa-annualreport-2020_final-4.pdf">https://www.spa.police.uk/spa-media/nolejnkq/34250-spa-annualreport-2020_final-4.pdf</a></p> |
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## PERSONAL DATA

You can request a copy of your own personal data and how this is used by completing a Subject Access Request form on the website - <https://www.spa.police.uk/about-us/data-protection-principles/> or in writing to [SPAIM@spa.pnn.police.uk](mailto:SPAIM@spa.pnn.police.uk)

We will require copies of two identification documents, such as driving licence, passport, current utility bill.

SPA does not process information in respect of Criminal Convictions. To request this information, you can submit a Subject Access Request to Police Scotland at <https://www.scotland.police.uk/access-to-information/data-protection/subject-access-requests/>

## POLICING

You can find information about policing and policing priorities in your community by visiting the Your Community section of Police Scotland's website - <https://www.scotland.police.uk/your-community/>

You can read about how priorities are decided and how officers work with local councils and partners in the Local Policing Plans.

Police Scotland's Publication Scheme detailing information routinely published is online - <https://www.scotland.police.uk/access-to-information/model-publication-scheme/>

If the information you want is not available on the Police Scotland website or through the Publication Scheme you may be able to request this by contacting Police Scotland at [foi@scotland.pnn.police.uk](mailto:foi@scotland.pnn.police.uk)

## PROCUREMENT

Although the SPA is the Contracting Authority for all Police Scotland procurement, the SPA delegates the operation of a procurement function to put in place such contracts to Police Scotland. Procurement information is published by Police Scotland in their [Publication Scheme](#)

Police Scotland prepare and publish the annual procurement reports required under the Procurement Reform (Scotland) Act 2014 on behalf of the Scottish Policy Authority. The most recent report, as well as historic reports are online - <https://www.scotland.police.uk/about-us/procurement/>

Police Scotland's regulated contract register is publicly available on Public Contract Scotland <https://www.publiccontractsscotland.gov.uk/> This provides details of live regulated contracts including start and end dates, as well as noting renewal expectations and extension options available.

Regular monitoring and oversight takes place at the Resources Committee and Authority meetings which are open to the public - <https://www.spa.police.uk/meetings/>

## PUBLICATION SCHEME

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| What is it? | <p>The Freedom of Information (Scotland) Act 2002 (FOISA) requires Scottish public authorities to adopt and maintain a Publication Scheme. Authorities are under a legal obligation to:</p> <ul style="list-style-type: none"><li>▪ publish the classes of information that they make routinely available</li><li>▪ tell the public how to access the information they publish and whether information is available free of charge or on payment</li></ul> |
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|                 | <p>Classes of information include:</p> <ul style="list-style-type: none"> <li>▪ About the Authority</li> <li>▪ How we deliver our functions and services</li> <li>▪ How the Authority takes decisions are what it has decided</li> <li>▪ What the Authority spends and how it spends it</li> <li>▪ How the Authority manages its human, physical and information resources</li> <li>▪ How the Authority procures goods and services from external providers</li> <li>▪ How the Authority is performing</li> <li>▪ Our commercial publications</li> </ul> |
| Police Scotland | <p>Police Scotland’s Publication Scheme and guide to accessing information is online – <a href="https://www.scotland.police.uk/access-to-information/model-publication-scheme/">https://www.scotland.police.uk/access-to-information/model-publication-scheme/</a></p>   |
| SPA             | <p>SPAs Publication Scheme and guide to accessing information is online - <a href="https://www.spa.police.uk/about-us/accessing-information/">https://www.spa.police.uk/about-us/accessing-information/</a></p>  |

## REMUNERATION

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| Members                           | <p>Remuneration of Board members is published in the SPA’s Annual Report and Accounts. The 2019/20 Annual Report and Accounts is online – <a href="https://www.spa.police.uk/news/2020/annual-report-and-accounts-published-for-2019-20/">https://www.spa.police.uk/news/2020/annual-report-and-accounts-published-for-2019-20/</a></p> <p>Members remuneration and expenses are published quarterly online - <a href="https://www.spa.police.uk/">Scottish Police Authority (spa.police.uk)</a></p> |
| SPA Directors and Senior Officers | <p>As a public body, the SPA publishes the remuneration of its Directors and Senior Officers as defined by the HM Treasury financial reporting manual. The current remuneration for those defined as directors within the SPA and Police Scotland’s leadership team is online - <a href="https://www.spa.police.uk/about-us/senior-remuneration/">https://www.spa.police.uk/about-us/senior-remuneration/</a></p>  |

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|  | Information on the expenses incurred and paid to SPA Senior Executives in relation to their role is published quarterly online - <a href="http://www.spa.police.uk">Scottish Police Authority (spa.police.uk)</a> |
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## TECHNOLOGY

The most recent public reports on technology related matters is to SPA Authority Meetings, the People Committee and the Resources Committee. These meetings are open to the public - <https://www.spa.police.uk/meetings/>

Police Scotland's strategy to significantly enhance its technology capability and enable the transformation of the service to ensure policing can serve a changing Scotland is set out in the Digital, Data and ICT Strategy Business Case, approved by the SPA in September 2018. For information about the Digital, Data and ICT Strategy approved by the Board:

- Read the outline business case presented by Police Scotland to support its Digital, data and ICT Strategy - <http://www.spa.police.uk/assets/126884/441011/441165/505246/505303>
- Read the advice and assurance from the SPA's Interim Chief Officer - <http://www.spa.police.uk/assets/126884/441011/441165/505246/505270>

The SPA's ICT services are provided by Police Scotland and as such information may be found on Police Scotland's [website](#), in their [Publication Scheme](#) or by contacting [foi@scotland.pnn.police.uk](mailto:foi@scotland.pnn.police.uk)